

January 10, 2005

M E M O R A N D U M

TO: Interested Parties

FROM: John D. Harrison
Director

RE: FY 2005 CDBG Application Workshop

A workshop will be held February 3, 2005, at the Embassy Suites Hotel in Montgomery for the purpose of communicating the application procedures for FY 2005 CDBG funds. A tentative agenda is attached.

Pre-registration for the workshop should be done by calling Vivian Covington at 334-353-4023. Registration will begin at 8:00 a.m. on February 3 with the workshop starting at 10:00 a.m. The workshop will conclude at 4:30 p.m.

To assure room availability and a rate of \$115 per night, reservations should be made directly with the Embassy Suites Hotel by calling 1-800-362-2779 or you may book reservations online at **www.embassysuites.com**, no later than January 25, 2005. Be sure to use our group code (**ADE**) to alleviate confusion during the reservation process.

Anyone who requires further information or has a disability which might require special materials, services, or assistance should notify the State at the address below before January 25, 2004.

JDH:vc
Enclosure